

57-2108

**CONFIDENTIAL**

1 July 1957

MEMORANDUM FOR: Training Officer, Office of Personnel

25X1A9a SUBJECT : [REDACTED] Personnel Familiarization Training

25X1A9a

25X1A6a 1. [REDACTED] Administrative Officer, GS-13, has returned from [REDACTED] after approximately five years in the field.

25X1A9a Before assigning him to Headquarters duty as an Administrative Officer, [REDACTED] will undertake several months of training including familiarization and orientation in the major Support functions.

25X1A9a It is requested that during the period 5-23 August inclusive, [REDACTED] be provided familiarization and orientation in the various phases of personnel administration and management as indicated on the attached tabulation.

25X1A9a

[REDACTED]  
Special Assistant to the  
Deputy Director (Support)

SA/DDS/JER:epr (1 Jul 57)

Distribution:

O&I - Addressee

1 - DD/S Chrono

1 - DD/S Subject

1 - DD/S Reading

JOB NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. /2 NO CHG 2  
IN CLASS/ [REDACTED] KCLASS CHANGED TO: TS S ACT. REV. 22  
NEXT REV DATE 89 REV DATE 9-7-79 REVIEWER 235932-AW DOC. 02  
NO. PGS 1 CREATION DATE 090 COM1030.GPI = OAG CLASS S  
REV CLASS C REV COORD. [REDACTED] ACUM: ER 70-3

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<u>Phase No.</u>	<u>Hours</u>	<u>Phase No.</u>	<u>Hours</u>
1	2	81	2
5	2	83	1
6	2	84	2
7	1	85	2
8	1	87	1
12)	8	88	1
13)	1	91	2
14)	1	92	2
17	1	93	2
18	1	96	1
23	1	97	2
24	1	98	2
25	1	99	2
26	1	100	2
27	1		
28	1		
30	1		
33	1		
34	1		
35	1		
36	1		
37	1		
38	1		
39	1		
40	1		
42	1		
43	1		
54	1		
55	1		
56	1		
57	1		
58	1		
65	1		
66	1		
67	1		
69	1		
70	1		
72	1		
73	1		
74	1		
75	1		
76	1		
77	1		

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